Job Title: Property and Evidence Supervisor

Department: Police

Immediate

Supervisor: Detective Sergeant

Origination Date:	07/26/2006
Revision Date:	07/01/2012
Job Grade	809
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

The Property and Evidence Supervisor supervises and manages the appropriate storing of criminal evidence, found property, impounded vehicles and other property, and manages and supervises the identification and collection of evidence from crime scenes. Plans, organizes, supervises and evaluates the functions and the staff within the Property and Evidence section of the Police Department. Safeguarding and maintaining the integrity of all police evidence/property in accordance with state laws, City Ordinances and departmental policies and procedures. Preparing and implementing the budget for the property and evidence Section; forecasting the need for additional staffing, equipment, and materials; monitoring and controlling expenditures; developing and evaluating recommendations for changes in policies, procedures, and practices through proposal and/or reports; planning, coordinating, assigning, and supervising the work of subordinate personnel; preparing and reviewing performance evaluations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1		Communicates with city employees and the general public by receiving and returning property and evidence; handling inquires or complaints; instructing and training subordinates and police officers; preparing documents; and interacting with outside agencies.
2		Supervises impounded property by reviewing work products and ensuring compliance with all standards and procedures; inspecting evidence submitted to ensure proper packaging and compliance with prescribed safety standards; supervising impounded property for destruction and/or auctions as authorized; performing warrant checks on individuals; sorting and filing property records; and performing physical inventories of evidence.
3		Manages crime scene and property officer personnel, equipment and supplies by supervising and evaluating the work of subordinate personnel; prioritizing and assigning work to subordinate personnel; resolving procedural and other work-related problems; maintaining a supply inventory checklist; ensuring equipment is working and in good order; recommending improvements; and preparing and implementing the budget for the property and evidence section.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
4		Maintains administrative functions for the technology systems by overseeing the maintenance and workings of the AFIS systems, DIMS system and IRECORD system; researching new methods and techniques; ensuring appropriate employee access; and
		overseeing repair and maintenance projects.
5		Provides additional assistance to the patrol and investigations division by responding to major scenes to supervise and perform photography, process and collect evidence.
		Manages and trains the collection and storage of evidence and digital evidence such as audio interviews, video interviews, photographs and in-car camera videos using technology systems such as Digital Image Management System, Automated Fingerprint
		Identification System and iRecord system.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read reports, correspondence, software manuals, management books, trade journals, and policies at a college level.
Math	Work requires the ability to perform general and advanced math calculations, including calculating distances and creating charts at a college level.
Writing	Work requires the ability to write memos, letters, reports, e-mail, correspondence with customers, policies, and bulletins at a college level.
Managerial	Semi-complex – Work requires supervising and monitoring performance of a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal/Human Relations Skills	High – Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ☑ F □ C	✓ Making presentations ✓ Observing work site ✓ Observing work duties ✓ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☒ File drawers☒ Equipment☐ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	 ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment 	Climbing	□ N □ R ⋈ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N □ R □ O ⋈ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N □ R ⋈ O □ F □ C	☒ On ladders☒ On equipment☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	□ Paperwork □ Monies	Hearing	□ N □ R □ O ⊠ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N □ R □ O ⊠ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⋈ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)								
Machines, Tools, Equipment									
Forensic equipment, vehicle, ladders, ge						nt, vacu	ium (trace) eq	uipmer	nt,
biological equipment, tape recorders, di	gital recorders,	CD & DVD bu	ırners,	generato	r				
Computer Equipment and S	oftware:								
Computers, printers, faxes, CD/DVD but	irner and softwa	re, DIMS soft	ware ar	nd equipr	nent, AFIS so	oftware	and equipmen	nt, iRec	ord software
and equipment, Adobe Photoshop softw	are.								
Environmental Factors:									
Environmental Condition	ons	Never	Seas	sonally	Several T	imes	Several Ti	mes	Daily
					Per Mo		Per Wee		
Extreme temperature (heat, cold, extreme temp. changes fr	om outside			\boxtimes					
work) Wetness and/or humidity									
(bodily discomfort from moisture)				X					
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)								×
Noise and vibration (sufficient to cause hearing loss)		X							
Physical hazards							_		
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	aggressive						☒		
Health and Safety Condition	ns:								
Health and Safety Conditions	N = Never	R = Rarel	ly	O = Oc	casionally	F=	Frequently	C =	Constantly
-	Never	Less than		1/3 oı	r more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek	the	e time	of	the time	1	the time
Mechanical hazards					X				
Chemical hazards									X
Electrical hazards					X				
Fire hazards		X							
Explosives		X							
Communicable diseases									X
Physical danger or abuse		X							
Other (specify)									
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors CRIME SCENES ☐ Other (Specify)	d Centers								
Protective Equipment Requi		sk. safety vest		•					

Job Demands

Overall Strength Demands:

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☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment			×	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.